

SAMPLE USE CASE DOCUMENT

Name of Use Case:	Order Materials		
Created By:	Pools R Us	Last Updated By:	J. Doe
Date Created:	2/15/2019	Last Revision Date:	2/22/2019
Description:	Pools R Us Inc. buyer submits material order to one of a pre-approved list of material vendors		
Actors:	Pools R Us Inc. buyer, SAP material module, pre-approved vendor,		
Preconditions:	<ol style="list-style-type: none"> 1. Vendor has pre-approval in Pools R Us Inc.'s ordering system 2. Funding is available for material ordering 3. Material being ordered is available for purchase 		
Postconditions:	<ol style="list-style-type: none"> 1. Vendor receives funds for purchase of materials 2. Pools R Us Inc. receives materials within the designated timeframe 3. Pools R Us Inc.'s material account is reduced by the cost of the material order 4. Pools R Us Inc.'s inventory numbers are successfully updated once material is received 		
Flow:	<ol style="list-style-type: none"> 1. Pools R Us Inc. buyer identifies material needing to be ordered 2. Pools R Us Inc. buyer consults pre-approved list of vendors to identify supplier 3. Pools R Us Inc. buyer confirms funding is available 4. Pools R Us Inc. buyer submits order to pre-approved vendor 5. Vendor receives order and verifies material is available and accepts funding transfer 6. Vendor pulls material order and submits shipping order to ship material 7. Pools R Us Inc. receives material 8. Pools R Us Inc. enters material receipt verification into SAP and inventory levels are updated 9. Funding transactions are confirmed between Pools R Us Inc. buyer and vendor 		
Alternative Flows:	<ol style="list-style-type: none"> 5. In step 5 of the normal flow, if the vendor does not have the material available <ol style="list-style-type: none"> 1. Vendor places order in a hold status and notifies the Pools R Us Inc. buyer 2. Vendor provides updates and estimated timeframe of material receipt 3. Once material arrives the Use Case resumes at step 6 of the normal flow 		

Exceptions:	<p>2. In step 2 of the normal flow, if Pools R Us Inc. identifies material needed with no pre-approved vendor</p> <ol style="list-style-type: none"> 1. Pools R Us Inc. buyer initiates internal process to identify suppliers for new material 2. Pools R Us Inc. buyer coordinates agreement between Pools R Us Inc. and potential vendor 3. Upon obtaining agreement and approval, vendor is added to pre-approved vendor list 4. Use Case resumes on step 3 of normal flow
Requirements:	<p>The following requirements must be met before execution of the use case</p> <ol style="list-style-type: none"> 1. Funding availability must be verified prior to submitting any material purchases 2. All material orders must comply with internal Pools R Us Inc. ordering guidelines and procedures